

WORKPLACE EMERGENCY PROCEDURES

REGIONAL AUSTRALIAN WORKFORCE DEVELOPMENT
“DRIVEN BY LOCAL INDUSTRY & COMMUNITY”



COPYRIGHT NOTICE

These interactive workbooks were produced by Regional Skills Training and funded by DEEWR (Department of Education, Employment and Workplace Relations) and are intended for free use to any student, RTO or school. Note the work is copyright and should not be reproduced or copied for commercial gain.

Please fill in your details below and save this PDF to your files	
Name	
Telephone	
Email	

TROUBLE WITH WEBSITE LINKS?

Sometimes you may click on a web link and the site will say it is not available. Please revisit the site when you are next working on your resource materials as web sites are sometimes "off line" for maintenance reasons.

If you are consistently unable to access a site you are free to answer the associated activity by searching for and finding an alternative site that you feel is applicable. PLEASE INCLUDE THE LINK IN YOUR ANSWERS so we know where to look.

Please complete the feedback form at the back of the unit and advise us of any links that do not work.

CONTENTS

→	1.	Introduction and how to use these materials	03
→	2.	What are these learning materials about	04
	2.1	Employability Skills	04
→	3.	Prepare for emergency situations	05
→	4.	Emergency and OHS procedures and policies	20
→	5.	Evaluate the emergency	24
→	6.	Act in an emergency	30
→	7.	Implement fire prevention and control	37
→	8.	Apply essential first aid techniques	41
→	9.	Being confident about your skill levels	49
→	10.	Assessment	50
→	11.	Bibliography and source material	52

1. INTRODUCTION

HOW TO USE THESE MATERIALS

This workbook describes the skills and knowledge required to recognise and respond appropriately to workplace emergencies. If you are completing this workbook you are a person employed in a rural, regional or remote situation who may be involved in a workplace emergency incident. Completing this workbook and all formative assessments will thoroughly prepare you for your summative assessment.

On successful completion of appropriate summative assessments provided by your Registered Training Organisation (RTO), you will achieve competency in the unit applicable to your sector.

These student materials apply to the following industry sectors and units of competence.

Sector	Unit code		Unit name
Primary Industries	AHCWRK303A	Book 1	Respond to Emergencies
Business/Retail/ Services	BSBOHS306B	Book 1	Contribute to Implementing Emergency Prevention Activities and Response Procedures
Civil, Construction	BSBOHS306B	Book 1 (selected as elective unit)	Contribute to Implementing Emergency Prevention Activities and Response Procedures
Community Services and Health	BSBOHS306B	Book 1(selected as elective unit)	Contribute to Implementing Emergency Prevention Activities and Response Procedures

This workbook applies to any person working in a job or industry operating in the rural, regional and remote sector where they are required to contribute to the implementation of emergency prevention and response procedures. It includes actions to:

- ensure compliance with occupational health and safety (OHS) legislation, codes and standards.
- provide an initial response to an emergency in line with the workplace procedures.

2. LEARNING MATERIALS

WHAT ARE THEY ABOUT?

2.1 EMPLOYABILITY SKILLS

The learning materials provide opportunities to develop and apply employability skills that are learnt throughout work and life to your job.

The statements below indicate how these processes are applied in the workplace related to emergency procedure. In completing your daily work tasks, activities and summative assessments you must be able to demonstrate competent "employability skills" in the workplace.

Communication	• communicate effectively about prevention of hazardous circumstances which may lead to emergencies • complete reports, records and other workplace documentation as required to minimise hazards, complete emergency procedures • effectively and assertively communicate an emergency and call for assistance as required • effectively communicate with others by using questioning to identify and confirm requirements, share information, listen and understand • read and interpret documentation from a variety of sources • use and interpret non-verbal communication, such as hand signals
Teamwork	• work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities • reacting to emergency situations in a coordinated way
Problem Solving	• accurately evaluate the emergency • identify solutions to preserve life or counteract emergencies
Initiative and Enterprise	• avoid/control escalation of the emergency
Planning and Organising	• act in accordance with Occupational Health and Safety legislation, organisational policies and practices for emergency situations • decisively develop/implement/follow a plan of action • deal with contingencies • appropriate observation and reporting to supervisor or appropriate authorities
Self-Management	• taking responsibility • articulating own ideas and visions
Learning	• using a range of mediums to learn - mentoring, peer support and networking, IT and courses
Technology	• access and understand workplace-specific instructions in a variety of media • use a range of communication and emergency technology

3. PREPARE

FOR EMERGENCY SITUATIONS

If you are completing this workbook you will be working in a business in the rural, regional or remote areas of Australia. The isolation of some of these areas can present special circumstances, hazards and challenges when seeking solutions to maximise safety and minimise health hazards in the workplace.

It is very likely that your workplace has many hazards and risks that could escalate to an emergency in some circumstances. To enable all workers to be properly prepared for an emergency, the workplace needs to have clear action plans. The way action plans are developed, disseminated and monitored will depend on the needs of each individual workplace and the specific risks or hazards and subsequent emergencies.

Information about emergency prevention and response plans is usually disseminated by:

- holding informal discussions and meetings
- individual 1:1 consultation
- clearly displayed emergency action posters, signs, instructions and procedures

Larger workplaces may utilise other additional methods such as:

- multimedia aids such as videos and digital video discs (DVDs)
- posters, leaflets and flyers
- articles in newsletters
- raising OHS issues at committee meetings
- speaking to groups

The Emergency Response Plans developed for a business can be initially developed using an “industry standard or proforma”, but in every case they should be thoroughly contextualised to the individual worksite. There are many circumstances that will cause the same emergency to have very different responses. For example the emergency response for a fire in an open paddock is very different than that of a gully fire in a national park or a fire in an underground mine. In each case the emergency is a fire, but the correct responses will be quite different.

Think about the different types of emergencies that may occur in workplaces in the rural, regional and remote sectors of Australia and look at the list on the following page. Not all of the scenarios are likely or possible in every workplace. As we progress through the workbook you will complete many activities that will ask you to relate to emergencies in your specific workplace.



Health and safety policy statement

Health and safety at Work etc Act 1974

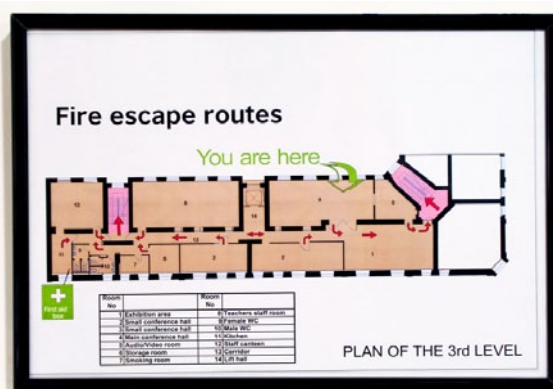
What is a workplace emergency?

A workplace emergency is an unforeseen situation that threatens your employees, customers or the public. It may disrupt or shut down your operations. It may cause physical or environmental damage. Emergencies may be natural or manmade. They include events such as the following:

- fire
- fuel spillage
- gas leaks
- explosions
- road accidents
- injury from machinery and equipment
- fall, climbing accident
- swimming or diving accident
- snake bite or poisoning
- electrocution, injuries
- equipment failure
- lost workmates
- emergency as a result of environmental conditions (e.g., heat, cold, wet, snow, wind, lightning, bushfires, floods, high seas, cyclones)
- emergencies requiring evacuation
- hazardous substances and chemical spills
- internal emergencies such as loss of power or water supply and structural collapse
- serious injury events or medical emergencies
- bomb threats
- civil disorder or criminal acts such as robberies and shootings
- hostage situations or terrorism

Probably the best advice in planning for an emergency is to plan for the unexpected. Plan for worst case scenarios, that will mean that all response plans are likely to be of sufficient scope to cope with the situation.

Nobody expects an emergency or disaster – yet the simple truth is that emergencies and disasters can strike anyone, anytime, and anywhere. You may be forced to evacuate your facility when you least expect it. The best way to protect yourself, fellow workers and the workplace as a whole, is to expect the unexpected and have well-thought-out emergency plans to implement if an emergency arises.



Clear emergency instructions are essential

Putting together a comprehensive emergency action plan that deals with all types of issues specific to your work site is not difficult and the whole workplace should participate in developing plans. With the goal being to protect worker safety, lives and property, everyone has a stake in making sure good emergency action plans are in place.

When developing your emergency action plan, it is a good idea to look at a wide variety of potential emergencies that could happen in or near your workplace. Your plan should be tailored to your work site and include information about all potential sources of emergencies. Developing an emergency action plan means you should do a hazard assessment to determine what, if any, physical or chemical hazards in your workplaces could cause an emergency. If you have more than one work site, each site should have an emergency action plan.

Give consideration to the emergency list on the previous page as well as any other possible emergency situations that may occur. In any workplace there are specific job tasks that need to be completed. Some of these tasks may present hazards and risks that could escalate to an emergency if not managed correctly.



Being properly prepared ensures you know what you will do before it happens, to enable you to respond logically in a crisis.

→ ACTIVITY 1

Think about the hazards and risks in your workplace that could escalate to emergency situations. Provide enough workplace scenarios to complete the table below with the help of your supervisor.

Workplace risk or hazard	What could happen to escalate a hazard to an emergency	What plans or procedures does the workplace implement to minimise risk	Briefly describe the emergency action plan / procedure in this situation	How do you notify others of the emergency	What ideas do you have to improve the action plan
Harvesting broad acre crops presents a fire risk.	– Build-up of dry matter on header causing smoulder, ignition and fire. – Rapid spread of fire due to high wind conditions	– Clean down machine regularly to prevent build-up of dry matter. – Do not reap on days of high wind.	– Have fire fighting unit following header at all times. – Unit is regularly checked to ensure operational. – Have at least 2 methods of communication e.g. mobile phone and UHF radio. – Have emergency numbers in header.	– Mobile phone – UHF radio.	Possibly mount water tanks for fire fighting on chaser bin so that response is quicker.

At a minimum, emergency action plans must include the following:

- A preferred method for reporting emergencies.
- An evacuation procedure.
- Emergency escape instructions and clear visual signs, workplace maps.
- Designated safe refuge areas and process to account for all personnel.
- Names, telephone numbers of individuals both within and outside the workplace to contact for additional information or explanation of duties and responsibilities under the emergency plan.
- Instructions for personnel who remain to perform or shut down critical plant operations, operate emergency equipment or perform other essential services.
- Rescue and medical duties for any workers designated to perform them.
- The site of an alternative communications centre to be used in the event of a fire or explosion.
- A secure on-site or off-site location to store originals or duplicate copies of personnel emergency contact lists, and other essential records.

A plan must include ways to alert workers, including disabled workers, to evacuate or take other action, and it must describe how to report emergencies.

The fact that the workplace has appropriate emergency action plans in place is of no value if workers do not realise that an emergency exists. This may sound silly but in some cases an emergency situation may not be readily detected e.g. gas leak. The workplace should have clear and easily heard/communicated warning devices. These may include:

- advice from designated personnel
- alarms triggered by automatic fire, leak spill or movement detectors
- automatic sprinkler systems
- closed circuit television (CCTV)
- communications equipment
- electronic warning devices

Watch the You Tube below. It clearly provides both a visual and audio emergency warning related to a cyclone in Queensland. While this is appropriate to everyone in the community rather than an individual workplace, it is a very good demonstration of an effective warning system.

**Click here view video “Emergency Cyclone Warning Broadcast”**

OR if you are using the printed resource, enter the address below into your web browser.

<http://www.youtube.com/watch?v=kLsV3s-Ums8&feature=related>



What emergency action plans were in place for the recent Queensland flooding?

In summary the 3 major requirements of an emergency response plan are:

Know what to do:

Everyone must be trained in the appropriate response

Make sure alarms are distinctive and recognised:

Everyone must react immediately and correctly to perform actions identified in the plan

Ensure emergency communications systems are in place:

They must be appropriate to the workplace and the location

You have listed possible hazards and risks that may escalate to an emergency situation in Activity 1. Based on the specific emergencies that may occur in your workplace, you now need to speak to your supervisor about workplace procedures. It is very important that each person in the workplace knows exactly:

- where to find emergency instructions or procedures
- what to do in an emergency
- where to find any emergency equipment that may be needed
- how to operate the equipment
- how to communicate the emergency and to whom

Examples of workplace emergency procedures will vary for business to business but may include:

- search procedures (search of likely routes followed, systematic search, voice or whistle contacts)
- emergency evacuations
- use of equipment required for a particular emergency
- prevention of escalation of risk
- containment and clean-up of chemical spills
- control of fire
- procedures for flood containment
- procedures for emergencies concerning electricity
- administering of first aid, assistance to injured people
- emergency retrieval of people and activity-specific rescue techniques

Emergency Response Plans must take into account all aspects of any foreseeable emergency and outline planned responses. Information that should be included in the plan includes:

- workplace location and layout
- muster point(s) or emergency assembly location(s)
- emergency telephone number – 000
- identification of all personnel appointed to assume responsibility in an emergency
- specific planned responses to a potential emergency situation
- arrangements for raising the alarm
- emergency evacuation arrangements specific to the worksite

Employees and visitors to work sites must be aware of the emergency arrangements for the site – this is usually part of the induction. Subcontractors who work on site, particularly those who are not supervised, should also be made aware of the emergency arrangements.

Emergency arrangements should be tested / practised periodically, and a record kept of the practise.

Anybody who has an emergency response role must be aware of their responsibility and provided with the necessary training to fulfil their role.

The Emergency Response Plan must be displayed prominently throughout the workplace to promote awareness for all employees with respect to any emergency.



→ ACTIVITY 2

This YouTube is American but is a very clear and well - illustrated video of the reasons why a workplace should have emergency response procedures. Watch the video and then provide a summary of the video. Compare the recommendations in the video to your workplace. Make suggestions for improvements to your workplace.



[Click here view video "Expect the Unexpected: Emergency Preparedness"](#)

OR if you are using the printed resource, enter the address below into your web browser.

<http://www.youtube.com/watch?v=YvltDKg9DcM&feature=related>

[illegible]

There are many different emergency situations that could occur in the workplace so here are some helpful guidelines that may prepare you for dealing with emergencies. We talk about types of emergencies by placing them in broad categories. This may not be applicable to your workplace but it allows us to provide “proforma” emergency response examples. From these examples you should be in a position to look at your own workplace from a more knowledgeable perspective and suggest helpful changes and improvements.

It is important to categorise the major types of emergencies, as this assists in implementing options for initial response.

An Australian Standard has been produced to allow emergencies to be grouped into categories. These categories will determine the level of response that is appropriate to a given potential emergency. Not all emergencies will have a stock standard response. For example, in the case of an injury, an evacuation of other personnel may not occur in nearby work areas.

The types of emergencies which could occur may include:

- serious injury events
- medical emergencies such as heart attacks
- site or area evacuations
- fires and explosions
- hazardous substances and chemical spills
- explosions and bomb threats
- security emergencies, such as armed robbery, intruders and disturbed persons
- loss of power or structural collapse
- natural disasters such as floods, storms and bushfires
- traffic accidents
- landslides or wall collapses
- confined space accidents

It is vital to identify the actions required to limit impact on personnel, property and the environment.

Properly resourced workplaces with a well-practiced emergency response, will limit the effect of damage or harm to people, property and the environment. As a basic rule, any emergency response procedure needs to minimise catastrophe to personnel, property and environment.

Priority One - People and their safety

In an emergency everyone needs to know what their role is and where they should go. The workplace should have a very clear step by step list of actions that clearly identifies everyone’s role in an emergency. This emergency instruction should:

- exist for each type of emergency
- be easily seen and understood both by reading and by signs or pictorial diagrams
- be regularly practiced so that emergency responses are controlled and safe

Some of the ways this information can be communicated throughout the workforce is via:

- training (including mock emergency responses conducted on a regular basis)
- inductions
- maps, signs and pictures
- procedures and work instructions

→ ACTIVITY 3

Walk around your workplace with your supervisor. Collate a list and brief description of all of the workplace communication that is in place related to workplace emergencies.

[illegible]

After you have walked around the workplace, look at the list below. How many of these emergency communications are in place and clearly visible and understood by workers?

→ ACTIVITY 4

Complete the table below related to your workplace.

This is the emergency communication	What do you have in your workplace?	What could be improved in your workplace?
Emergency evacuation plans are visible and understood by all employees.		
It is a legal requirement that safety and emergency responses are discussed in workplaces.		
Has every dangerous task been assessed to reduce risk or hazards? Each task that can be a risk and therefore escalate to emergency should have clear safe work procedures.		
Adequate and repeated training at inductions, refreshers and mock evacuations is attended by all workers. All training is followed up with clear emergency instructions.		
Cultural and ethnic differences are identified ensuring that written or verbal instructions are understood.		
Personnel with special needs are able to clearly understand the emergency instruction or communication. Consider people with visual, hearing or literacy impairment.		
Who is appointed to assist people with special needs during an evacuation?		
Where are emergency assembly points and alternatives? Are the emergency assembly points safe and not likely to increase worker danger?		
Are procedures in place to ensure a head count of all personnel. What about visitors to site? What procedures are in place for their identification on site and their evacuation?		
Are external emergency services and first responders able to easily navigate in unfamiliar territory?		
Is there a clearly displayed inventory/register and location map together with other relevant information on gases, toxic substances and chemicals located on the site, to ensure appropriate emergency actions?		

In addition to the priority issue of personal safety, actions and procedures need to be identified and communicated that limit the effect of potential emergencies on property and structures.

The emergency procedures must include instructions related to the following as a minimum:

- Fire
- Chemical spill

What is the level of response required:

- Total evacuation
- Isolation of Hazard.

Who must be notified:

- Supervisor
- Fire Brigade.

Who are alternative emergency contacts:

What needs to be shut down to minimise potential adverse impact:

- Under what circumstances
- Who is responsible
- What procedures are there or need to be developed

Environmental issues and emergency procedures also need to be identified and communicated to limit the effect of potential emergencies. Possible environmental issues may include:

- toxic fumes escaping into the atmosphere and adversely affecting the surrounding community
- waterways being contaminated by toxic substances or oil
- hazardous and toxic materials entering storm water drains

→ ACTIVITY 5

After looking at the suggestions related to personnel, property and environmental emergency communications and actions, consider your workplace in particular. Select one major emergency that could occur in your workplace and provide applicable information against each section.

What is the emergency?

What is the level of response required?

Who must be notified?

Who are your alternative emergency contacts?

What needs to be shut down to minimise adverse impacts?

Who is responsible for shut down procedures?

What are the risks to the environment?

How are the environmental risks minimised or controlled?

Special circumstances for isolated and remote situations

In many places of rural, regional and remote Australia, managing an emergency may be made more difficult because of geographical location. In developing any emergency procedure consideration should be given to:

- how far away are you from help arriving
- what is the time frame for the arrival of emergency services (ambulance, fire brigade)
- is it possible that you may be inaccessible

Clearly any of these issues will affect emergency planning responses to secure the safety of personnel, property and environment. In these situations it is definitely important to ensure higher levels of training for greater self-reliance. A good example of this is the legal requirement for the isolated or remote workplace to have trained Remote Response First Aiders. A workplace is considered isolated or remote if it is more than a 20 minute drive away from:

- an Ambulance station that is staffed by paid paramedics
- an occupational health service capable of mounting an emergency response
- a hospital or medical centre capable of mounting an emergency response

A "Remote First Aider" is a Senior First Aider who has also successfully completed a recognised training course that has given them competencies required to recognise and respond to common life-threatening injuries or illnesses using (as appropriate) cardio-pulmonary resuscitation (CPR) and/or other appropriate first aid procedures; provide appropriate first aid for a broader range of injuries and illnesses; and provide first aid to a casualty in a remote and/or isolated situation including preparing for aero-medical evacuation.

So far in the workbook, all of the discussion and activities have been about PREPARING FOR AN EMERGENCY SITUATION. A summary of everything that should be in place (prepared) in the workplace is below. If there is something on this list that is not attended to, you should speak to your supervisor. Your employer will be happy that you are taking an active interest in workplace emergency procedures so don't feel embarrassed about discussing improvements.

- An evacuation procedure in the event of a fire or other emergency is provided.
- The evacuation procedure and a diagram of the workplace (showing the exits), are displayed in a prominent location including clear exit signs.
- Emergency exits allow for safe exits (e.g. doors are not obstructed).
- Fire-fighting equipment appropriate to the workplace and situation is provided and maintained.
- An adequately stocked first aid kit is provided at a central location or at locations suited to the workplace situation.
- An adequate number of people have been trained in first aid, having regard to the types of hazards, number of people in the workplace and remoteness of the workplace.
- Appropriate communication systems are in place for emergency use and when working alone.
- The system is reliable in an emergency and is appropriate to the location (e.g. mobile phones, UHF radio, satellite phone, personal locator beacons, duress alarms).

4. EMERGENCY AND OHS

PROCEDURES AND POLICIES ARE CORRECTLY IMPLEMENTED ACCORDING TO STATE/TERRITORY/COMMONWEALTH LEGISLATION, AUSTRALIAN STANDARDS, OCCUPATIONAL HEALTH AND SAFETY LEGISLATION.

Every workplace must ensure that management and workers adhere to appropriate State/Territory/Commonwealth legislation, Australian Standards, Occupational Health and Safety legislation.

Occupational health and safety (OHS) is about ensuring safe and healthy working conditions, and preventing illness and injury in the workplace. Appropriate management of OHS will also minimise the risks of the escalation of an incident to a major emergency. OHS and associated emergency planning is probably one of the biggest and in the future, most influential impacts on the workplace both financially and from a human resource perspective, if not planned and addressed.

How do you know what safety requirements apply to your workplace?

There are a range of new codes of practice, safety standards, regulations and insurance impacts that affect the workplace. Each workplace will have different OHS requirements that must be met. At the most basic level your employer is required to provide a safe workplace.

Each State and Territory has its own OHS Acts. You can easily access your relevant state legislation on the internet.

Australian Government OHS Regulations and Acts

http://www.comcare.gov.au/laws_and_regulations/ohs_act,_regulations_and_code

There is so much information about OHS in the workplace that it is easy to become overloaded and confused. The intent of this workbook is to ensure you understand OHS in your workplace and how it is used to minimise hazards, risks and the escalation of an incident to an emergency situation. You should at least become familiar with the legislated requirements applicable to your industry sector and your state.

The legislated requirements for an industry or state must be integrated into a risk management and emergency procedure process. There are various simple, but effective methods of completing a risk assessment and establishing a safety plan and emergency procedures.

One suggested technique is to request all workers write down their general tasks and highlight the ones which they consider to be of major concern related to risk and escalation to an emergency. After consultation with each worker the supervisors and managers should then follow the hierarchy of control process to best establish appropriate safe work and emergency procedures.

Hierarchy of Control

Consideration should be given to the following (generally in order of preference from top to bottom).

Elimination of the hazard

Completely remove the hazard, or risk of exposure to the hazard. Removal of the hazard is the ideal control solution.

For example:

- removal of a noisy machine from a quiet area
- removal of fuels from the vicinity of welding

Substitution for other mechanisms

Involves replacing a hazardous substance, machinery or work process with a non-hazardous or less-hazardous option.

For example:

- using chemicals in pellet or paste form as opposed to dusty powders
- using non-flammable solvents in place of flammable ones
- replacing an old unsafe work bench with a stronger one

Isolating the hazard

If a hazard cannot be eliminated, or substituted, the next preferred measure is to control the risk. Isolating the hazard can be:

- clearing an area around the hazard
- alternatively, repositioning the hazard to a contained area

Engineering so as to correct the problem

Engineering can prove to be an effective and inexpensive option for controlling a risk.

Engineering controls may include:

- modification of tools and equipment
- using enclosures, guarding
- local exhaust ventilation or
- automation

Administrative means of reducing the risk (i.e. signs, written protocol)

Where a health and safety risk cannot be eliminated or controlled by engineering, administrative controls should be implemented. Administrative controls mean introducing work practices which reduce risk. This limits the exposure of the employee to the hazard.

Administrative examples may include:

- rotating jobs
- manuals to follow for the use of hazardous chemicals/MSDS records
- warning signs and labels,
- lockout procedures
- training courses

If you have a look at the regulations you will see that workplace induction is an important part of OHS and emergency work procedures.

Every employer should have procedures that ensure a new employee is carefully and thoroughly inducted into the workplace. A variety of policies, procedures and forms may be used during this process and will be dependent on legislated requirements and individual business needs. An Enterprise OHS Consultation Procedure and Induction is a good starting point as it ensures the importance of OHS and safe work practices are very evident from Day 1. It will also ensure a new worker is aware of all of the emergency procedures.

➔ ACTIVITY 6

Ask your employer to complete this consultation procedure and induction. Provide a copy to your assessor. Alternatively complete one already used in your workplace and provide a copy to your assessor.

Enterprise OHS Consultation Procedure and Induction			
This policy recognises that:	(list business here)		
Name:	(write name here)		
Sign:		Date:	
– is committed to regular discussions with employees to ensure communication and consultation of all health and safety issues			
– allows staff to contribute and make suggestions to all OHS procedures/processes			
– provides a safe work place and safe equipment at all times			
– provides appropriate induction and training so that employers act in a safe manner			
– provides support for interpretation of instructions and signage if needed			
– provides appropriate work procedures for workplace duties			
– ensures information regarding the organisation OHS policies and procedures is made readily accessible to all employees			
– is committed to providing clear emergency procedures and regular training in the procedures			
This policy recognises that:	(Staff Name here)		
Sign:		Date:	(Commencement)
– is committed to regular discussions with employer to ensure communication and consultation of all health and safety issues			
– contributes and make suggestions to all OHS procedures/processes			
– follows all reasonable instructions			
– works in a safe and responsible manner so as not to injure themselves, or anyone else and at all times follows workplace procedures			
– participates in appropriate induction and training as required including emergency response training			
– uses any personal protective equipment that is provided			
– does not work under the influence of alcohol or drugs (including medication)			
Write a brief description of job and regular tasks here:			

Look at the safety induction checklist – make sure each statement in the checklist has been initialled by employer and employee to ensure all sections have been covered.

Task	Employee initial	Employer initial
description of position		
employment location and typical work environment		
explain work tasks, safe work practices and workplace hazards		
tour of workplace		
provide copies of all OSH policies, work procedures and checklists		
explain Duty of Care for employer and employees		
compensation claims process and rehabilitation		
personal protective equipment required and training in correct use		
schedule of compulsory ongoing training		
emergency response procedures understood		
name of manager/supervisor and first aid officer		

In addition to the induction process, your employer is likely to have a number of other safe work issues that need to be considered to ensure efficient actions are implemented in an emergency. These actions should include:

- The provision of simple clear and workable emergency action checklists. As you work in your job on a daily basis, you should actively participate in helping your employer develop/improve simple written checklists describing how duties and tasks are to be completed in a safe manner and how workers should react in an emergency.
- The need to provide regular staff training related to workplace safety and emergency responses.
- Maintaining specific levels of workplace tidiness and cleanliness to reduce additional risks in an emergency.
- Maintaining specific facilities for workplace safety and first aid.

5. EVALUATE

THE EMERGENCY

You have looked at a number of ways that your workplace is prepared for an emergency. You are now required to make sure you understand what people you should listen to in an emergency. It is human nature that people panic. In any emergency situation, people put themselves at greater risk through panic actions and not listening to appropriately qualified people, thus making poor decisions.

It is definitely your responsibility to make sure you are completely familiar with workplace procedures that are required during an emergency. This also includes knowing what personnel you should be taking advice or orders from.

Your workplace will have trained people who are in positions of responsibility in an emergency situation. This includes the designated First Aid Officers and may also include any other person who has been trained in any important aspect of an emergency response.

Think about who this may include in your workplace. It is likely to be:

- designated First Aiders
- workplace emergency response control personnel
- managers, team leaders or supervisors
- a person with specifically required skills applicable to the emergency e.g. communications, machinery operator

In addition any external emergency control response personnel would be included in this category such as:

- ambulance
- emergency services
- fire brigade
- hazardous materials response teams (hazmat)
- external advisors in safety, chemicals, engineering, security and emergency response
- OHS personnel or authorities
- police
- representatives from government departments

As a first response, it is very important that a workplace has a reliable method of communication to be certain that the Police, Fire or Ambulance can be contacted. In most cases, it is assumed that your workplace will be in a position to make this contact directly by mobile, landline or satellite phone. This will involve calling 000.

When you call Triple Zero (000)

- Do you want Police, Fire or Ambulance?
- Stay calm, don't shout, speak slowly and clearly
- Tell us exactly where to come. Give an address or location.

Alternative ways to call for help

'112' is the GSM international standard emergency number, which can only be dialled on digital mobile phones. 112 cannot be dialled from the fixed network or from technology such as CDMA, you should use '000' for these telephones.

Another feature of the 112 system is that it can be dialled from anywhere in the world with GSM coverage and is then automatically translated to that country's emergency number.

112 can also be dialled in any network coverage area (for example, in Australia, it could be dialled on an Optus mobile that is out of coverage and be connected to the emergency number by Vodafone where there is coverage) and this is even without the presence of a SIM card or having the PIN number for the phone.

People with a hearing or speech impairment can call ambulance, fire or police services by dialing '106' from a phone line connected to a Teletypewriter (TTY) or from a computer with a modem (but not mobile text messaging).

In a workplace there may be an internal number to call in an emergency which should be clearly displayed on or around the telephone.

Freeways and major roads have emergency phones that are marked by blue signs and with an arrow to point you in the direction of the nearest phone. These are linked to control centres, allowing them to pinpoint your position and get help to you quickly.

If you are attending to a casualty, have a bystander telephone for help. If you are on your own you may have to leave the casualty for a short time to make a call. The specific circumstance surrounding the incident will dictate whether you call for help, or whether you send a bystander.

The important things to remember when calling for help are:

1. State which emergency service you want: Ambulance, Fire, or Police.
2. Stay on the line until connected with the emergency service operator as they will need to talk to you before sending assistance.
3. Give as much information as possible about the location of the emergency. The information required will depend on whether you are in an urban or rural or remote area.
4. Your name and call back details.
5. What happened – e.g. car accident.
6. Number and condition of the casualties, including level of consciousness, breathing and circulation.

As previously stated there are many areas of Australia where a mobile will not have adequate signal for calling and landline phones are not available at the site of the incident.

Workplaces in these types of situations must have other communication sources readily available. These may include:

UHF/VHF/HF Radio:

Unless you are communicating within relatively short distances UHF/VHF radio can be of limited use. However a High Frequency radio will allow communication wherever you are so should also be a part of a remote workplace or for a person working alone.



Satellite Phone:

Satellite phones are one of the best tools for remote area communication. Handheld mobiles such as the Iridium 9505A Satellite Phone offer a small, lightweight compact systems.



All of the previous communication systems allow for verbal dialogue between sender and receiver and are clearly the best methods of communication, as they allow for the greatest amount of information to be sourced. However sometimes it may only be possible to use a signal. The signal will identify a location and allow emergency rescue squads to find the people in trouble. Devices or equipment that send signals can be effective world-wide or over a very small range. They may include:

Personal Locator Beacon (PLB):

A PLB or Personal Locator Beacon (a smaller version of the EPIRB) should be a standard piece of equipment for any person working alone or in remote situations. PLB's are satellite activated which send distress SOS signals nonstop for 24-48 hours, practically all over the world and pin point your position anywhere between 200m and 3km.

Emergency Management Australia picks up and coordinates the response, usually by contacting local police and emergency services in the distress signal area. It is highly advisable that you carry a digital 406 MHz PL.



Click on the You Tube link below to learn more about a personal locator beacon.



Click here view video “Why a Personal Locator Beacon”

OR if you are using the printed resource, enter the address below into your web browser.

http://www.youtube.com/watch?v=8m78j0TleVg&feature=player_embedded#!

Reflective or signal mirrors:

Most personal signal mirrors are small, compact and sturdy. They have assisted many successful rescues over the years and are one of the most practical, basic and best all-round signaling devices. It doesn't need batteries, but it does need the user to have a bit of knowledge and skill in its use. It can only be used in daylight hours with normal sunlight conditions. A properly used signal mirror can be seen up to 10 - 20km away on land and much further from the air.

Orange smoke generating signals, flares and rockets:

Can be sighted as far away as 25km. They are most effective in calm wind conditions and open terrain. The effectiveness of these signals decreases rapidly with an increase of wind speed above 15 knots. Pyrotechnic flares may be used in daylight, however their detectable range is only about 10 per cent of the night-time range.

Fire:

On land an actual fire is known to be the most effective night time signal that can be used.

Strobe Lights:

Strobe lights are another piece of useful kit for emergency signalling at night. On average they can be seen up to 7–10km on a clear night. They can be turned off and left unattended. Spare batteries are essential.



Flashlight/Torch:

Obviously any type of torch or headlamp can be used at night for sending emergency signals.



Lasers:

Laser signaling tools can be more effective than conventional torches. A current lightweight product called the Rescue Laser Flare is visible up to 30km at night and up to 6km in the day.

Cyalume Sticks:

These are a light weight handy piece of equipment. They are excellent for marking locations of campsites, packs or people at night but are only visible to the naked eye at night up to a kilometre away.



Whistles:

They provide an excellent way for close up signaling. They are a very underrated piece of signaling equipment, but they do offer you an alternative (and more effective option) to yelling. In some documented cases, they have been heard up to three kilometres away.



Bright Clothing: All workers should wear bright reflective safety clothing as a matter of habit. The clothing is easily seen and if you have no other signaling devices, spread what bright clothes or items (e.g. sleeping bag) you have on the ground to help authorities spot you, particularly from the air, or hang them in trees for ground searches.

→ ACTIVITY 7

List the communication equipment you have in the workplace

[illegible]

Communicate details of the incident

If you are involved in a first response incident in the workplace, it is going to be critical that you are able to provide accurate information. The information you need to provide will include:

- assessment of casualty's condition and first aid procedures undertaken, to emergency services/relieving personnel
- calmly provide information to reassure casualty, adopting a communication style to match the casualty's level of consciousness

In addition to the information given to outside emergency personnel, you may also be required to communicate and explain the situation and required actions to other people in the workplace who can offer help. The typical situations that may need to be explained could include:

- procedures for ensuring the risks and hazards are reduced with no other people able to be injured
- the operation of emergency control equipment
- conditions and actions which may make the safe handling of emergencies difficult
- explain and demonstrate how to evacuate from an endangered area
- explain why an emergency response may need to be varied to suit different emergency situations that could occur in a workplace.

→ ACTIVITY 8

Complete the list below to include the emergency contact people and authorities applicable to your workplace. If you do not know what to write in any particular section ask your supervisor. Complete the 4 examples.

What is the emergency	Name of trained workplace person	How do you contact them	Name of external emergency agency to contact	Contact number or method of contact
Fire				
Chemical spills or gas leak				
Vehicle or machinery accident				
Workers lost / unable to be contacted				

6. ACT IN AN EMERGENCY

So far in this workbook we have discussed response plans and legal responsibilities in case an accident or emergency occurs. We have also talked about a range of different emergencies that may occur in a workplace and who the emergency contacts would be. Even though this is just a training workbook, try and think about your workplace now as though you are:

IN AN EMERGENCY RESPONSE SITUATION

→ ACTIVITY 9

What is your emergency situation?

You must select an emergency situation that has occurred in your workplace or one that is most likely to occur. Treat this activity as though it is real. Try answering the questions by describing what your actions are going to be as you would actually respond to the emergency situation you have listed above.

What is happening	What is your correct emergency action	Who provides you with instructions	Who do you call, method of communication
A workmate is seriously injured or in need of urgent medical help.			
My life and/or property are threatened.			
I have just witnessed a serious accident as a result of the emergency.			
I am calling 000 and need to give appropriate information.			
I have been asked to communicate correct directions about the emergency location to authorities.			

What is happening	What is your correct emergency action	Who provides you with instructions	Who do you call, method of communication
I need to gather the correct emergency equipment.			
Where is it located?			
You need to commence first aid.			
Where is the evacuation assembly area?			
There is a reason why the main emergency exits cannot be used.			

The other major consideration in an emergency response is that the actual emergency situation changes. You cannot assume that an initial emergency action is going to continue to be the correct response. Every person must be thoroughly trained in a range of responses that are likely to be needed, so that they can respond as needed, as a situation changes.

➔ ACTIVITY 10

The following examples show how a situation can change in an emergency. Complete the column describing your initial response and then the final column describing your new response to the changed situation.

The initial emergency	The initial response	What has now happened	Write in here how your response needs to change
Gas leak or chemical spill.		Explosion caused by chemical reaction. People are now injured. The building is unsafe.	
Storm has caused tree to fall across power line.		The continuing storm and fallen tree have broken the power lines. Live power lines are on the ground.	
Torrential rain has caused flash flooding.		A building has collapsed due to major structural damage.	
Lightning strike in a dry storm has caused a paddock fire.		A strong wind is rapidly spreading the fire front toward the town.	
Workers have broken down in an isolated area and are unable to get back home.		One of the workers sustains a snake bite.	

Knowing what to do in case of an emergency can help prevent panic and it can save lives. Make sure you learn your part in emergency procedures.

Worksafe Australia created a power point discussing the responsibilities of a workplace, emergency personnel and departments, related to developing and implementing emergency response plans. They also critically discuss the issues and problems faced by emergency authorities. While the power point is a useful additional document, if you would like to research more in depth information it is not essential reading for this workbook. The link to the power point is:



Click here view the powerpoint

OR if you are using the printed resource, enter the address below into your web browser.

http://www.worksafe.vic.gov.au/wps/wcm/connect/ded03b804071f94297cfdfe1fb554c40/mhss_flemington_2006.pdf?MOD=AJPERES

➔ ACTIVITY 11

Look at the photo and describe the risks and hazards that exist to people because of this major emergency. What do you think are the correct responses to this emergency. Consider both immediate and longer term risks.



Buncefield incident –December 2005

Immediate risks and appropriate response

Long term risks and appropriate response

What special equipment should be provided for emergencies?

The photograph on the previous page is very graphic and clearly illustrates a situation where emergency response personnel must be correctly equipped with Personal Protective Equipment (PPE). The PPE that is provided must be based on the potential hazards in your workplace and the appropriate emergency response controls. PPE may be a range of clothing and equipment which is appropriate to protect or shield personnel from workplace hazards in an emergency. There are many types of PPE that are very useful in emergency response situations. Have a look at the links to the University of Western Australia site:

http://www.safety.uwa.edu.au/policies/personal_protective_equipment_guidelines

The links provide specific details about a range of PPE applicable to many workplace emergency response procedures.

- Respiratory protection – e.g. disposable, cartridge, air-line, half or full face.
- Eye protection – e.g. spectacles/goggles, shields, visors.
- Hearing protection – e.g. ear muffs and plugs.
- Hand protection – e.g. gloves and barrier creams.
- Foot protection – e.g. shoes/boots.
- Head protection – e.g. helmets, caps, hoods, hats.
- Protection from falls – e.g. harness and fall arrest devices.
- Skin protection – e.g. hats, sunburn cream, long sleeved clothes.
- Other personal protective equipment – e.g. protective clothing for cryogenic work or environments with high temperatures.

The following Australian Standards list the individual written standards applicable to the named topic. Standards can be purchased from the Australian Standards web site on: <http://www.standards.org.au/>

Each item describes detailed information about the correct PPE for a job:

- AS 1067.1 Sunglasses and fashion spectacles: Part 1 – Safety requirements
- AS 1067.2 Sunglasses and fashion spectacles: Part 2 – Performance requirements.
- AS/NZS 1269: 1998 Occupational noise management
- AS/NZS 1270: 1999 Acoustics – hearing protectors
- AS 1319: 1994 Safety signs for the occupational environment
- AS/NZS 1336: 1997 Recommended practices for occupational eye protection
- AS/NZS 1337: 1992 Eye protectors for industrial applications
- AS/NZS 1338: 1992 Filters for eye protectors
- AS/NZS 1338.1: 1992 Filters for protection against radiation generated in welding and allied operations
- AS/NZS 1338.2: 1992 Filters for protection against ultraviolet radiation
- AS/NZS 1338.3: 1992 Filters for protection against infra-red radiation
- AS 1558 Protective clothing for welders (inc. Amendment 1)
- AS/NZS 1715: 1994 Selection, use and maintenance of respiratory protective devices
- AS/NZS 1716: 1994 Respiratory protective devices
- AS/NZS 1800: 1998 Occupational protective helmets – Selection, care and use
- AS/NZS 1801: 1997 Occupational protective helmets (inc. Amendment 1)
- AS/NZS 1891.1: 1995 Industrial fall arrest systems and devices
- AS/NZS 1891.3: 1997 Industrial fall arrest systems and devices
- AS/NZS 2161.1: 2000 Occupational protective gloves – Part 1: Selection, use and maintenance.
- AS/NZS 2161.2: 1998 Occupational protective gloves – Part 2: General requirements
- AS/NZS 2161.3: 1998 Occupational protective gloves – Part 3: Protection against mechanical risks
- AS/NZS 2161.4: 1999 Occupational protective gloves – Part 4: Protection against thermal risks (heat and fire)

- AS/NZS 2161.5: 1998 Occupational protective gloves – Part 5: Protection against cold
- AS/NZS 2161.7.1: 1998 Occupational protective gloves – Part 7.1: Protection against cuts and stabs by hand knives – chainmail gloves and arm guards.
- AS/NZS 2210.1: 1994 Occupational protective footwear – Part 1: Guide to selection, care and use.
- AS 2225 Insulating gloves for electrical purposes
- AS 2375 Guide to the selection, care and use of clothing for protection against heat and fire
- AS/NZS 2604: 1998 Sunscreen products – Evaluation and classification
- AS 2865: 1995 Safe working in a confined space
- AS/NZS 4399: 1996 Sun protective clothing – Evaluation and classification
- AS/NZS 4602: 1999 High visibility safety garments

What is your employers responsibility related to PPE? Employers must ensure that:

- The needs for PPE are assessed by a person who is competent to judge whether other methods of risk control can offer better protection of safety and health than the provision of PPE.
- Professional advice is obtained, where necessary, to identify the most suitable types of PPE for the emergency response tasks to be carried out.
- Training is provided to supervisors and employees to enable them to ensure the proper selection, fit, use, cleaning and maintenance of PPE.
- Suitable PPE is provided for visitors who may be exposed to hazards and are involved in emergency responses in the workplace.

What is your responsibility related to PPE? Employees must:

- Use the protective clothing or equipment in a manner in which he or she has been instructed.
- Not misuse or damage the clothing or equipment.
- Report damage or malfunction immediately.

Look at the You Tube link below.



Click here view video “Nail Gun”

OR if you are using the printed resource, enter the address below into your web browser.

<http://www.youtube.com/watch?v=uYv5cnoHQmo>

It provides a graphic example of the importance of PPE. NEVER put yourself in a situation where you increase your risk of an accident through negligent behaviour.



→ ACTIVITY 12

Consider the following descriptions for different PPE and when it should be used in an emergency response. Check what PPE is needed in your workplace emergency response instructions and where it is located.

Type of PPE	When should it be used	Where is it located in your workplace	What other similar PPE is provided in your workplace and why
Safety helmet	– If it is possible that a person may be struck on the head by a falling object. – A person may strike his/her head against a fixed object.		
Eye Protection	If there is a risk of eye injury from flying particles, dust, splashing substances, harmful gases, vapours, aerosols, and high intensity radiation from welding operations, lasers and strong heat sources.		
Hearing Protection	Where there is a risk of hearing damage from excessive noise.		
Respiratory protection / Devices which supply air	Where there is a deficiency of oxygen; particulate contaminants; gaseous or vapour contaminants.		
Skin protection	Where there is a risk of sun burn or where insect borne disease may be contracted (e.g Ross River Virus), use appropriate insect repellent.		
Hand protection	Wherever there is a risk of injury to the hand e.g. burn, sharp objects, bites, stings.		
Foot protection	Wherever there is a risk of injury to the foot e.g. burn, sharp objects, falling objects, chemical contamination, bites, stings.		
Protection from falls	– A full body harness with lanyard attachment at the back should be used, to ensure a person cannot slip out of the harness. – Systems must also be put in place to ensure that a person suspended this way can quickly be rescued if the need arises.		

7. IMPLEMENT

FIRE PREVENTION AND CONTROL ON SITE AND IN THE WORKSHOP

In a workplace emergency situation involving a fire there are some basic rules that must be followed to provide maximum safety to those who are in the vicinity of the fire:

- Ensure protective clothing and equipment is identified and prepared for use.
- Ensure it is safe to approach the fire and appropriate access is gained to enable effective fighting of the fire.
- Establish effective communication equipment for fire fighters.
- Ensure fire fighting equipment and extinguishers are appropriate to the fire and conditions.

Fires in rural, regional and remote situations can cover the whole spectrum of fire types. These may include:

- Building fire
- Paddock and scrub fires
- Machinery and equipment fires
- National Park fires

All of the above fires will present different behaviours. Also conditions at the fire will influence the spread and severity of the fire. For this reason, it is very important to have an accurate picture of the physical conditions at the fire site, as well as the current and predicted weather conditions expected whilst containing the fire.

The following You Tube video link is a good visual demonstration of how simply and quickly fires can start and escalate to emergencies and the importance of a good emergency plan for everyone in the workplace.



Click here view video “Workplace Fire Safety | Extinguisher Training Video ”

OR if you are using the printed resource, enter the address below into your web browser.

<http://www.youtube.com/watch?v=xpFQpUjC1lw>

Fire extinguishers are an essential tool in any workplace. However the correct extinguisher must be used appropriate to the fire. It is also clear that a fire extinguisher is not appropriate in a large or rapidly spreading fire. The picture symbols below are used to represent different classes of fire. There are six different classes represented by the letters A, B, C, D, E and F. These pictures can be found on all modern fire extinguishers and indicate which classes of fires the extinguisher will work for, or should not be used for.

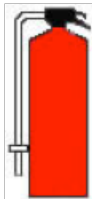
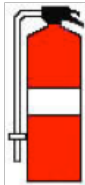
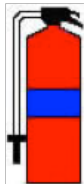
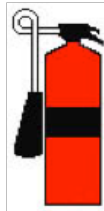
The following link goes to a PDF from FPA Australia and provides more information related to the different types of fire extinguishers in addition to that provided below.

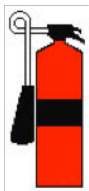
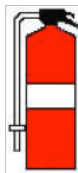
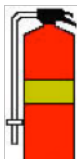


Click here to download an excellent PDF related different types of fire extinguishers.

OR if you are using the printed resource, enter the address below into your web browser.

http://www.fpaa.com.au/information/docs/safety_extinguishers.pdf

Type of fire	Suitable fire extinguishers	Suitable fire extinguishers	Suitable fire extinguishers
Class A – Ordinary Combustible Solids Wood, paper, cloth, plastics, rubber, coal, carbon based compounds etc. 	Water Extinguisher Red in colour, it contains nine litres of water under pressure and is to be used in an upright position. It is designed for use on carbonaceous solids such as wood, paper, rubbish or textiles, and has a discharge period of 60 – 100 seconds. Water extinguishers are unsuitable for flammable liquid fires. This extinguisher must never be used on fires involving live electrical equipment. 		
Class B – Flammable and Combustible Liquids Petrol, oil, paint, thinners, kerosene, alcohol, etc. 	Dry Chemical Red in colour with a white band, it contains a bi-carbonate based powder and is suitable for fires involving flammable liquids and live electrical equipment. The discharge period depends on the size of the extinguisher. 	Foam Extinguisher Blue in colour, it contains nine litres of an aqueous film-forming foam additive, and is to be used in an upright position. It is designed for use on flammable liquid fires such as petrol, oils and paint and has a discharge period of 40 - 90 seconds. This extinguisher must never be used on fires involving live electrical equipment. 	Carbon Dioxide Red in colour with a black band, it is designed for use on fires involving flammable liquids and live electrical equipment. The discharge period depends on the size of the extinguisher. 
Class C – Flammable Gases L.P.G., Butane, Acetylene, Hydrogen, natural gas and Methane etc 	Cooling the fire may not extinguish it due to a continuing supply of fuel. It may also create a greater danger of explosion of unburnt gas. Stop the fire by controlling the supply of gas (turning off the supply). The only extinguisher suitable for use is Dry Chemical.		

Type of fire	Suitable fire extinguishers	Suitable fire extinguishers	Suitable fire extinguishers
Class D – Combustible Metals Fires involving metals, such as magnesium, potassium and sodium as well as reagents such as alkyllithiums, grignards and diethylzinc. These materials burn at high temperatures and will react violently with water, air and/or other chemicals. Handle with care!! 	A Class D fire extinguisher must contain classified extinguishing agents, such as sodium chloride or graphite metal-based powder. These agents, meant to deal with metal fires, work by dispersing powder which cakes on the burning surface and smothers the fire by depriving it of oxygen and dissipating heat.		
Class E – Electrical Fires Computers, switchboards, power-boards, etc. 	Carbon Dioxide Red in colour with a black band, it is designed for use on fires involving flammable liquids and live electrical equipment. The discharge period depends on the size of the extinguisher. 	Dry Chemical Red in colour with a white band, it contains a bi-carbonate based powder and is suitable for fires involving flammable liquids and live electrical equipment. The discharge period depends on the size of the extinguisher. 	
Class F – Cooking Oils and Fats Cooking oils and fats usually found in industrial kitchens etc. 	Wet Chemical Gold in colour, it has a liquid alkaline extinguishing agent, and is specifically designed for use in kitchens on deep fryer fires involving fat and cooking oil. This extinguisher must never be used on fires involving live electrical equipment. 		

Look at the following You Tube video related to the tragic 2009 Victorian bushfires. After looking at the video complete the activity below.



Click here view video "Raw Video: Wildfires Ravage Australia "

OR if you are using the printed resource, enter the address below into your web browser.

<http://www.youtube.com/watch?v=DmNI1X73rVM&feature=fvw>

→ ACTIVITY 13

Complete the activity from the perspective of your specific workplace.

What type of fires could occur in your workplace?	What risks, hazards/ difficult conditions exist in your workplace that could make the fire worse?	What is the correct fire fighting equipment for each type of fire?	Where is the equipment located in your workplace?

In the activity above you have identified the fire types that are possible in your workplace. You should have identified the fire types based on considerations such as:

- conditions at the fire and effect on fire behaviour and development
- weather conditions causing changes to fire behaviour
- variations in terrain and fuel types affecting the fire behaviour

8. APPLY ESSENTIAL

FIRST AID TECHNIQUES



The main aims of immediate response First Aid are to:

- Preserve life – This includes the life of the casualty, bystander and rescuer.
- Protect the casualty from further harm by ensuring the scene is safe.
- Provide pain relief – This could include the use of ice packs or simply applying a sling.
- Prevent the injury or illness from becoming worse – Ensure that the treatment you provide does not make the condition worse.
- Provide reassurance.

While it is important to understand that first aid has its limitations and does not take the place of professional medical treatment, if a person is sick or injured, then they need help immediately. Sometimes people worry about doing the wrong thing, so don't act at all or act too slowly. However it is also important that the first aider is not panicking. Careful and deliberate action undertaken without much delay, is most beneficial to the casualty. Try to remain calm and think your actions through. A calm and controlled first aider will give everyone confidence that the event is being handled efficiently and effectively.

In every situation, there are some basic rules that apply BEFORE applying any first aid treatment. These rules are:

- Use safe manual handling techniques appropriate for moving sick and injured persons.
- Use First Aid resources and equipment appropriate to the identified risks and hazard controls.
- Assess the casualty's vital signs and physical condition, and immediately ensure they are as comfortable as possible and ongoing risk is minimised.
- Seek consent from casualty or significant other if possible, prior to applying first aid management.
- Respond to the casualty in a culturally aware, sensitive and respectful manner.
- Comfort and reassure the casualty. In some cases all the casualty needs is emotional support and reassurance. A calm approach by the first aider and keeping the casualty informed of what is happening, will also assist in the reassurance process.
- Remember that people who have assisted in delivering care to a casualty may need reassurance themselves. Relatives, onlookers or workmates at the scene may be concerned that they let the casualty down or that they made a mistake in not getting help earlier.

Any emergency situation may have a requirement to apply essential first aid techniques. There are many types of injuries where a workplace must be in a position to provide initial response first aid. Typical injuries that may occur in an accident or emergency situation in rural, regional and remote sectors of Australia can include:

- shock
- external and internal bleeding
- burns
- limb, abdominal, pelvic injuries, head and neck injuries
- poisoning, bites and stings
- chest pains, seizures, choking, asthma
- drowning, loss of consciousness
- heat stroke, dehydration

Each emergency is different, so it is impossible to provide a precise list of things you need to do for every situation. However if you follow the 'principles of first aid', you should deliver appropriate care, even if you are not sure of what the underlying problem is.

It is better to be able to apply "emergency" first aid utilising what you have in the workplace rather than no first aid at all.

What do I do first? – Regardless of casualties or required first aid responses, there is always a priority order to follow. This is done using a systematic approach called DRABCD.

D - DANGER

Eliminate or minimise the dangers before you approach to ensure the safety of yourself, any bystanders and the casualty. Do not be a hero! If it is too dangerous to approach, keep at a safe distance and call the emergency services. Use bystanders to assist you where possible e.g. controlling traffic, phoning for help. Remember to use personal protective equipment to protect yourself, if available, a face shield and gloves.

R - RESPONSE

If you have more than one casualty always treat the unconscious ones first. A person may be making a lot of noise and clearly be in pain. However if they are making a noise, they are breathing. Someone who is unconscious may not be breathing. The person who is not responding always has the priority.

The best way to see if the casualty responds is to ask the following questions.

- Can you hear me?
- Open your eyes
- What's your name?
- Squeeze my hands

If the casualty responds, ask their name and methodically assess their condition. If an ambulance is required, call '000' now. If you are in any doubt, call the ambulance out. If the casualty is unconscious and not responding to talk and touch, do not shake them. You now need to check the airway.

A - AIRWAY

The Australian Resuscitation Council (ARC) guidelines state 'The casualty should not be routinely rolled onto the side to assess airway and breathing. Assessing the airway of the casualty without turning onto the side (i.e leaving them on their back or in the position in which they have been found) has the advantages of taking less time to perform and avoids movement.

The exceptions to this would be in submersion injuries or where the airway is obstructed with fluid (vomit or blood). In this instance the casualty should be promptly rolled onto the side to clear the airway.

- Keeping the head in the position you found it, look in the mouth. If any solid or liquid is found, place the casualty onto their side and clear the airway.
- If nothing is found in the mouth, leave the casualty on their back and open the airway using the head tilt/chin lift techniques. Place one hand on the casualty's forehead and two fingers under the chin. Tilt the head back and lift chin up opening the airway.



B - BREATHING

Check the casualty's breathing by placing your ear and cheek by their mouth and nose whilst looking at their chest:

- Look for movement of their chest and upper abdomen
- Listen for normal breathing
- Feel for breath on the side of your cheek

Normal breathing is between 12 -24 breaths per minute. Assess their breathing for no longer than 10 seconds before deciding whether breathing is normal or not. If the casualty is breathing normally, place them onto their side if not already done. Call '000' and assess their airway and breathing every minute. If the casualty is not breathing, not breathing normally or there is any doubt to whether they are breathing normally, call '000' and then carry out 2 rescue breaths.

Ensuring the head is tilted back and the chin lifted up, seal their mouth with yours and blow in for approx. 1 second. Look out the corner of your eye for normal rise of the chest. Take your mouth off theirs and watch the chest fall, take another normal breath and breathe into the casualty again. Check quickly for normal breathing. If the casualty has begun to breathe normally, place them onto their side and assess their airway and breathing until medical aid arrives. If the casualty has not started breathing normally after 2 rescue breaths, carry out chest compressions immediately.



C - COMPRESSIONS

Place the heel of one hand on the centre of the chest (lower half of the sternum) with your other hand on top. Interlock fingers and pull your fingers off the rib cage. Press down on the chest to a depth of 1/3 of body depth. Compress the chest 30 times at a rate of 100 compressions per minute. Once you have carried out 30 chest compressions, carry out 2 rescue breaths. Continue at a ratio of 30:2 until either:

- professional arrives to relieve you
- the casualty begins to breathe normally
- it becomes too dangerous to continue
- you become too exhausted to continue
- another competent first aider takes over from you
- the casualty begins to vomit
- a doctor pronounces death



D - DEFIBRILLATION

Attach an Automatic External Defibrillator (AED) if available and follow the voice prompts if trained.

REMEMBER, ANY RESUSCITATION IS BETTER THAN NO RESUSCITATION AT ALL.

Open the web site of Seton Australia. This site provides excellent downloadable PDF charts to further illustrate the process of DRABCD for both adults and children.

www.seton.net.au/resourcecenter/first-aid/first-aid-guides-downloadable.html



Click here to download CPR DRABCD Action Plan – Adult and Older Child

OR if you are using the printed resource, enter the address below into your web browser.

http://www.seton.net.au/media/technicalinformation/guides/cpr_adult.pdf



Click here to download CPR DRABCD Action Plan - Child and Infant

OR if you are using the printed resource, enter the address below into your web browser.

http://www.seton.net.au/media/technicalinformation/guides/cpr_childandinfant.pdf

You have looked at DRABCD so that you are able to safely provide a first aid response. The following section of your workbook will provide some basic illustrations of Cardio-pulmonary resuscitation (CPR)



http://commons.wikimedia.org/wiki/File:Professioneller_Defibrillator_mit_Monitor.png

CARDIO-PULMONARY RESUSCITATION (CPR)

A person who is not breathing is in respiratory arrest and needs resuscitation. When a person is in respiratory arrest, the heart may still be beating. Without resuscitation, the heart will stop beating soon after breathing stops. In some instances the heart may stop beating first, and then breathing stops immediately. This casualty needs cardio-pulmonary resuscitation (CPR), which combines rescue breathing, with external chest compressions to circulate the blood. Properly performed CPR can keep a casualty's vital organs supplied with oxygen-rich blood until ambulance personnel arrive to provide advanced care. Minimise movement of the head, neck and spine if you are concerned that a casualty has sustained a head, neck or back injury. Even if you suspect this is the case, if your casualty is not breathing resuscitation must still be performed and, if possible, you should use jaw thrust and not head tilt and jaw support to minimise movement.

Watch the You Tube videos to see visual demonstrations of CPR



Visual demonstrations of CPR "How to perform CPR on Adults"

Click here view video OR if you are using the printed resource, enter the address below into your web browser.
<http://www.youtube.com/watch?v=AGznNGtT4xw&feature=related>



Visual demonstrations of CPR "First Aid Manual"

Click here view video OR if you are using the printed resource, enter the address below into your web browser.
<http://www.youtube.com/watch?v=eXdk5B57OFY&feature=related>

Mouth to Nose Resuscitation: There are a number of reasons for choosing mouth to nose resuscitation. These may include:

- it is your preferred method
- the casualties jaw is tightly clenched
- the casualty has mouth or jaw injuries
- you are providing resuscitation in deep water.

What is the technique for this type of resuscitation?

- close the casualty's mouth with the hand that is supporting the jaw
- tilt the head and seal lips with the thumb
- blow into the casualty's nose
- turn your head to the side, look, listen, feel.

Mouth to Mask Resuscitation: The mouth-to-mask avoids mouth-to-mouth contact between the first aider and the casualty. Whenever available, this method should be used as it is more hygienic. Resuscitation should not be delayed whilst waiting for the mask to arrive.

Method:

1. Position yourself at the head of the casualty. Ensure a firm seal over both mouth and nose.
2. Maintain head tilt, jaw thrust and breathe into the mask. Remove you mouth from the mask, move your head to the side keeping your eyes on the chest to check for inflation and also allow the casualty to exhale.
3. Can also be delivered from beside casualty. Place mask over mouth and nose and hold in place using pistol grip.

➔ ACTIVITY 14

Complete the following questions about CPR. If you cannot immediately think of the answers then go back through your workbook until you know the correct response.

If the casualty is:	What is the correct response	What is the incorrect response
Not breathing but has no sign of obstructions in mouth.		
Not breathing but has vomit, fluid or obstructions in mouth.		
Has significant injuries to the mouth and is not breathing.		
Is breathing normally.		

This workbook has been designed to make you think very carefully about the risks and hazards in your workplace that could lead to an emergency. Sometimes an emergency is completely outside the control of the managers, supervisors or the workers. These situations are typically “natural disasters” such as fire, flood and cyclones or uninitiated violence such as a robbery or violent action on behalf of another person/s. In these cases the workplace should have the most appropriate emergency response procedures in place to safeguard the workers as much as possible.

It is not acceptable for an emergency to occur because of an unsafe workplace facility, inadequate training, unsafe equipment or inappropriate emergency response equipment. Where a situation could be minimised or prevented by appropriate risk control measures, it is essential that this occurs.

The following You Tubes are a graphic end point to your workbook but they should make you think very carefully about your own workplace and why you must participate fully in every possible option to minimise risk, train for improved responses and also to notify your supervisor where you see risks that could be better managed.

DON'T TAKE THE RISKS OR HAZARDS IN YOUR WORKPLACE FOR GRANTED

Make sure you are as familiar as possible with appropriate emergency responses and are active in helping to make your workplace as safe as possible.

WARNING – GRAPHIC VIDEOS

Video 1: Shows a woman attempting to fix a ceiling light and falling from a ladder



Click here view video “WSIB Safety Ad”

OR if you are using the printed resource, enter the address below into your web browser.

<http://www.youtube.com/watch?v=u5kiz7GhJt0>

What safety actions should have been in place before the light was changed?

Video 2: Shows a man killed by a fall as a result of an explosion



Click here view video “WSIB Safety Ad3”

OR if you are using the printed resource, enter the address below into your web browser.

http://www.youtube.com/watch?v=_aORaB3HMmA

What safety equipment should have been used to prevent this accident?

Video 3: Shows a woman severely injured as a result of a slip causing a spill and burn



Click here view video “WSIB Safety Ad4”

OR if you are using the printed resource, enter the address below into your web browser.

<http://www.youtube.com/watch?v=wq4Y935KIlk&feature=related>

What safety equipment or actions should have been in place to prevent this accident?

9. BEING CONFIDENT

ABOUT YOUR SKILL LEVELS IN THE WORKPLACE

Do you feel that you are confident about your skill levels related to workplace emergencies?

Use the table below to help you check your skills. Before commencing your final assessments it is important to review any sections in which you feel unsure. Remember: it is always OK to ask your supervisor or your assessor questions.

In the table below, read the list of skills and knowledge you should have after completing this workbook

1. Put a tick in the column if you can do this now and a brief comment re why you believe you have this skill.
2. Put a tick in the next column if you feel you need more practice and a brief comment as to why.
3. If you require further training, complete the third column listing what training is needed. Show this list to your supervisor or assessor and ask for more time or training before completing the summative assessments.

Skills/knowledge you should have	Yes	Need practice	Comment on why	What additional training do I need
Understand and operate basic emergency prevention controls typically installed in a workplace, such as: - emergency alerting systems - emergency protection systems - fire and smoke alarms, and fire extinguishers - required safety wear				
Competently able to implement safe work practices.				
Be familiar with the enterprise: - evacuation procedures - hazards and precautions to be taken during an emergency - organisational policies and procedures for acting in an emergency situation				
Appropriate knowledge of OHS legislative requirements and Codes of Practice relevant to your state/territory.				
Appropriate knowledge of your legal responsibilities and Duty of Care.				
Competent use of communications equipment to provide information needs of work unit or work team.				
Understand the requirements of organisational and legal policies and procedures in the event of an accident/incident.				
Understand local call out procedures to access emergency services personnel.				
Utilise practical first aid skills using prepared and improvised materials.				
Capable of hazard identification, assessment and control.				

10. ASSESSMENT

You have now reached the end of this workbook. All of the information and activities you have covered relate to competently applying emergency procedures in your workplace.

This competency standard could be assessed on its own or in combination with other competencies relevant to the job function i.e. First Aid

Critical aspects for assessment and evidence required to demonstrate competency in this unit include:

- effective contribution to the implementation of workplace emergency prevention response procedures
- knowledge of relevant state/territory and commonwealth OHS legislation, codes of practice, standards and guidance material.

A range of assessment methods could be used to assess practical skills and knowledge.

The following examples are appropriate for this unit:

- analysis of responses to case studies and scenarios
- assessment of documentation completed about emergency responses
- demonstration of the application of emergency response techniques in the workplace or simulated environment
- direct questioning combined with review of portfolios of evidence and third party reports of on-the-job performance by the candidate
- oral or written questioning to assess knowledge of basic emergency prevention controls typically installed in a workplace
- review of information communicated about emergency prevention and response plans to relevant others.

Contact your RTO and request your final summative assessments.

➔ FEEDBACK

This workbook has been developed to guide users to access current information related to gaining skills appropriate to their workplace. Please complete the following table notifying us of any errors or suggested improvements.

Subject Name	
Book Number	

Page	What is the error	Suggested improvement
10	You tube video is not accurate	Better websites / You Tube example

Is there a link to your suggested improvement

Additional comments



Click here to email your completed workbook to your assessor.

11. BIBLIOGRAPHY

AND SOURCES FOR CONTENT IN MATERIALS

<http://lmit.edu.au/blog/guidelines-preparing-workplace-different-emergency-situations/>

<http://www.youtube.com/watch?v=YvltDKg9DcM&feature=related>

South Australia (1986) – <http://www.safework.sa.gov.au/>

South Australian (Amendment Act 2005) – <http://www.safework.sa.gov.au/>

NSW (2000) – <http://www.legislation.nsw.gov.au/fullhtml/inforce/act+40+2000+FIRST+0+N>

Victoria (2004) – http://www.austlii.edu.au/au/legis/vic/consol_act/ohasa2004273/

Queensland (reprint 2009) – <http://www.legislation.qld.gov.au/legisltn/current/w/workplhsaa95.pdf>

Queensland Regulation (2008) – www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkplHSaR08.pdf

Tasmania (1995) – http://www.thelaw.tas.gov.au/tocview/index.w3p;cond=;doc_id=13%2B%2B1995%2BAT%40EN%2B20100209000000;histon=;prompt=;rec=-1;term

Western Australia (1984) – http://www.austlii.edu.au/au/legis/wa/consol_act/osaha1984273/

Northern Territory (2009) – <http://www.worksafe.nt.gov.au/>

http://www.worksafe.vic.gov.au/wps/wcm/connect/ded03b804071f94297cfdfe1fb554c40/mhss_flemington_2006.pdf?MOD=AJPERES

<http://www.youtube.com/watch?v=kLsV3s-Ums8&feature=related>

http://www.comcare.gov.au/laws_and_regulations/ohs_act_regulations_and_code

http://www.youtube.com/watch?v=8m78j0TleVg&feature=player_embedded#!

http://www.safety.uwa.edu.au/policies/personal_protective_equipment_guidelines

<http://www.standards.org.au/>

<http://www.youtube.com/watch?v=uYv5cnoHQmo>

<http://www.youtube.com/watch?v=xpFQpUjC1lw>

http://www.fpaa.com.au/information/docs/safety_extinguishers.pdf

<http://www.youtube.com/watch?v=DmNI1X73rVM&feature=fvw>

http://www.seton.net.au/media/technicalinformation/guides/cpr_childandinfant.pdf

www.seton.net.au/resourcecenter/first-aid/first-aid-guides-downloadable.html

http://www.seton.net.au/media/technicalinformation/guides/cpr_childandinfant.pdf

<http://www.youtube.com/watch?v=AGznNGtT4xw&feature=related>

<http://www.youtube.com/watch?v=eXdk5B570FY&feature=related>

<http://www.youtube.com/watch?v=u5kiz7GhJt0>

http://www.youtube.com/watch?v=_aORaB3HMmA

<http://www.youtube.com/watch?v=wq4Y935KIik&feature=related>